Instructions for OMB-Circular A-11 Fleet Data Reporting in FAST

1. Reporting requirement. Your initial budget submission must be accompanied by certain information on the size, composition, and annual costs of your agency's motor vehicle fleet. The prescribed mechanism for this reporting is the Federal Automotive Statistical Tool (FAST), a web-based system for motor vehicle fleet reporting managed by the General Services Administration and the Department of Energy. FAST will take the data you enter, produce an Annual Fleet Budget Summary (AFBS) consisting of an Excel workbook with multiple spreadsheets summarizing various types of data, and automatically transmit it to OMB upon completion of the internal agency review process built into FAST.

2. Who must comply. The requirement to submit agency fleet budget data using the FAST/AFBS process applies to all Executive Branch agencies. There is no minimum inventory or cost threshold. All reportable motor vehicles as defined in 41 CFR 102-34 must be included.

3. Required data. Data that agencies are required to enter in FAST for the budget year (BY), current year (CY), and past year (PY) covered by A-11 include:

      a. Estimated or actual cost,

      b. Projected changes in vehicle inventory,

      c. Average vehicle age,

      d. Breakouts of the above for each vehicle type listed on the AFBS (e.g., sedans, vans, SUVs, medium-duty trucks, etc.), including two subsets of special interest to budget examiners: vehicles configured for law enforcement and armored vehicles,

      e. Breakouts for each method of acquiring vehicles: agency-purchased/owned vehicles, vehicles leased from GSA Fleet, and vehicles leased from commercial vendors, and

      f. Breakouts of acquisition and operating costs. Acquisition costs generally apply only to agency owned vehicles but would also include any up-front payments to GSA Fleet for modifications or other special requirements.

      g. A narrative section to explain and support the inventory and cost data. The Fleet Management Plan and Budget Narrative template is available for download at the FAST website.

4. Reporting levels/elements. Agencies must provide data separately for each account that funds vehicle fleet expenses, and FAST will construct a consolidated summary

report for the agency. Each bureau-level AFBS must be approved by the corresponding budget office before being transmitted to the agency budget office for review and approval. All agency data, bureau- and agency-level, must be reviewed and electronically approved prior to transmittal to OMB. **The final approval step prior to submission to OMB must be the agency's budget office**. The approval and transmittal processes are built into FAST. Agencies desiring an alternative approval process must contact their RMO representatives. Agencies needing assistance in creating or revising their reporting structures in FAST should contact their agency's FAST administrator or Help Desk contact or the GSA FAST Administrator. In most cases, GSA will facilitate the final transmittal of your agency's AFBS to OMB.

5. Consistency with Executive Order 14057. To the extent possible, your fleet budget submission data & plan narrative) should be consistent with the Zero-emission Fleet Strategic Plan that your agency develops in response to Executive Order 14057.

6. Consistency with VAM. To the extent possible, your fleet budget submission must be formulated in concert with your Vehicle Allocation Methodology (VAM) to align resource requests with your agency's optimal fleet composition.

7. Data accuracy. Agencies are responsible for reviewing and correcting data prior to submission of their fleet budget data through FAST. Although FAST contains internal edits that will highlight many potential errors, reports will be produced for submission to OMB whether or not all errors have been corrected. Potential errors identified by FAST will be visible to reviewers and should be corrected or explained. The quality of data reported through the FAST/AFBS process is itself a factor in OMB's decision-making process. These data are used by budget examiners to make decisions about the relative importance of various requests for scarce budget resources, and insufficient or erroneous data will not help make an effective case for funding fleet requirements.

8. Detailed instructions and help. Specific, detailed instructions for entering the data used to produce the AFBS may be found on the FAST website (https://fastweb.inl.gov) at the "Budget" tab. Agencies will receive email notification from the FAST system of the open and close dates for the data call. Generally, FAST reporting for OMB A-11 occurs in August of each year and is not to be confused with data entry for GSA's and DOE's other FAST reporting requirements that take place at other times of the year.

Special topic 1: Energy and environmental performance

Your estimates must reflect efforts to comply with the provisions of 42 U.S.C. Section 13212 - Minimum Federal fleet requirement for acquisition of alternative fueled and low greenhouse gas emitting vehicles.

Special topic 2: Vehicle fleet composition

Planned vehicle acquisitions should not exceed planned disposals unless you intend to deliberately increase the size of your vehicle fleet. In that case you must include a justification for the increases in the narrative portion of your submission. You must also provide an explanation if you plan to significantly change the composition of your vehicle fleet (e.g., by replacing smaller with larger vehicles, replacing less costly with more costly vehicle types, or replacing vehicles subject to regulatory or statutory limitations with vehicles not subject to such limitations).

Special topic 3: Motor vehicle fleet depreciation

Do not include depreciation expenses in the operating costs collected through FAST for this exercise. Although depreciation is an essential cost element that managers should track as part of their internal management, it is not an expense item for which budgetary resources are requested and expended. Only actual outlays to acquire and operate vehicles should be reported to satisfy the budgetary requirement.

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